

25X1A9a

(Minutes of OCh/G Staff Meeting, 30 November 1953)

PRESENT: [REDACTED]

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1. [REDACTED] read a draft of a proposed OER Regulation on procedures for recommending promotions. There was general agreement with the draft as proposed. The only change suggested by the group involves a recommended revision to facilitate promotion of sub-professional draftsmen in D/GC by using the same procedure as for the lower grades of clerical personnel.

ACTION: [REDACTED] will prepare a memorandum to EX/RR suggesting the proposed revision. 25X1A9a

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2. [REDACTED] reported that he had been asked concerning the extent of the DD/P Area's knowledge of the existence of certain types of AOFP materials. It was felt that there is a need for "advertising" the existence and potential usefulness of some of the AOFP materials.

25X1A9a ACTION: [REDACTED] is to draft a memorandum that will circulate among potential users to advise them of the availability of these target materials.

3. The question of plans for Christmas parties within the Geographic Area was raised. After some discussion, it was decided that Divisions should arrange their own Christmas parties, rather than to hold a single Geographic Area party. It was suggested that the Divisions' Christmas parties be tentatively planned for approximately 3:30 P.M. on the Wednesday or Thursday afternoon preceding Christmas.

25X1A9a 4. [REDACTED] inquired as to the progress of the PI course currently being offered by D/GP. [REDACTED] reported that the course is proceeding quite satisfactorily, and that a commendable degree of interest is being shown by students in the current class. It was decided that the next PI course should be scheduled for early in January. 25X1A9a

25X1A9a ACTION: [REDACTED] is to coordinate plans for scheduling the next course, working with D/GP and with the Economic Area and other offices from which the students will be drawn.

25X1A9a 5. [REDACTED] reported that the next BIC "C" exhibit will be held from 9:00 A.M. to 12 o'clock noon on 7 December at the Recreation and Services Building. Geographic Area personnel who have not previously attended one of these exhibits will have the opportunity to attend this session.

*There was one additional suggestion, viz. that St/A supply the initiator of the promotion request with a dotted form giving all of the info. outlined in ¶ C, 4a, (1), (2), (3), and (4) of the draft regulation.

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[REDACTED]
Security Information

GRW

(Minutes of OCh/G Staff Meeting, 30 November 1953 - Special Annex
NOT FOR CIRCULATION)

- 25X1A9a 1. [REDACTED] mentioned the problem of the proper policy to follow in connection with the case of [REDACTED]. It was suggested that [REDACTED] make a definite check with [REDACTED] to determine the exact extent of the Agency's commitment to [REDACTED].
- 25X1A9a 2. [REDACTED] mentioned that a request had been received in D/GG for the accomplishment of an extremely sensitive project. It was agreed that, in view of the unusual circumstances surrounding this request, the project would be authorized, without any knowledge of the nature of the work to be done except on the part of the individual actually performing the necessary research. It was emphasized however, that appropriate supervisory personnel must review the results of the work before they are delivered to the requester.
- 25X1A9a 3. [REDACTED] mentioned the problem that had arisen as a result of a sharp decline in the work load of the Graphics Branch, D/GC. Mr. [REDACTED] mentioned that he had discussed this problem with the AD/RR, and they felt that the decreased work load was a result of a decline in the amount of top level briefing required by the new Administration, as well as the existence of a number of other graphic presentation units within CIA.
- 25X1A9a ACTION: [REDACTED] is to prepare a staff study setting forth the nature and extent of the problem, and recommending such remedial action as appears indicated.

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